

**Application for DEVELOPMENT PLAN REVIEW**  
**Westfield – Washington Township Plan Commission**

***Instruction Sheet***

1. A pre-filing conference is required for all plan commission petitions. An appointment must be made to discuss the petition prior to being allowed to file for a plan commission hearing.
2. All responses must be legible.
3. Information regarding your case is sent to the members of the Plan Commission prior to meeting dates. Please submit any new or additional material you wish to be included in your file no later than 17 calendar days prior to the meeting you will attend.
4. Submittals must be in an 8.5" x 11" or 11" x 17" format in order to be reproduced for the Plan Commission packets. The petitioner must supply 25 copies of any color rendering to be included in the information packet to the plan commission.
5. Meetings are held on the fourth Monday of each month at 7:00 p.m. at the Westfield Town Hall, 130 Penn Street, Westfield, Indiana 46074 unless otherwise noted.
6. If you have any questions regarding this application procedure, please contact the Community Development Department at (317) 896-5577.
7. If the petitioner is not the landowner, it is strongly recommended that the landowner(s) of the property attend the plan commission meeting with the petitioner, or provide a letter of consent.

For Staff Use Only

File Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_

## **REQUIRED PROCEDURAL STEPS**

The Westfield Community Development Department will determine whether a petition is subject to Development Plan Review. The following steps must be completed prior to the petition receiving Plan Commission approval. It is the responsibility of the petitioner to become familiar with and ensure the procedure is completed.

Failure to complete the required steps can and may delay the approval process.

### **Pre-filing Conference:**

- Required as a component of DPR (16.04.165).
- Petitioner schedules a meeting with staff, provides 2 copies of preliminary plan and designates a contact person. Staff has 10 days to review plans and make recommendations.
- Petitioners are provided copies of all relevant codes, given TAC contact information, and informed of fees and deadlines.

### **Filing:**

- Filing date established by Town Council—all forms of filing identified by Staff at pre-filing conference must be present.
- Plan Commission docket number assigned. Fees must be paid at filing.
- Copies of plans must be provided to all TAC agencies at the filing deadline.

### **Public Notice:**

- Development Plan Review requires Public Notice be provided to all interested parties and in a paper of general circulation 21 days prior to the Plan Commission Hearing.

### **Technical Advisory Committee (TAC):**

- All petitions before the Westfield Plan Commission are subject to review by TAC. Issues identified at TAC can and may delay the proposal's appearance before the Plan Commission.

### **Public Hearing:**

- All proposals subject to DPR must undergo a public hearing.

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This application must be completed and accompanied by information specified below and filed with the Community Services Department of the Town of Westfield, Indiana in accordance to the Schedule of Meetings. The deadline for submission is approximately forty (40) days prior to the Plan Commission meeting at which Petitioner wishes to make his/her oral presentation.

1.     Petitioner's Name     \_\_\_\_\_  
       Address                \_\_\_\_\_  
                                  \_\_\_\_\_  
       Telephone Number    \_\_\_\_\_  
       FAX Number            \_\_\_\_\_  
       Email Address         \_\_\_\_\_
  
2.     Landowner's Name    \_\_\_\_\_  
       Address                \_\_\_\_\_  
                                  \_\_\_\_\_  
       Telephone Number    \_\_\_\_\_  
       FAX Number            \_\_\_\_\_  
       Email Address         \_\_\_\_\_
  
3.     \*Representative     \_\_\_\_\_  
       \*Address               \_\_\_\_\_  
                                  \_\_\_\_\_  
       \*Telephone Number    \_\_\_\_\_  
       \*FAX Number           \_\_\_\_\_  
       \*Email Address         \_\_\_\_\_

\*If the applicant is not presenting a petition, please provide contact information for the party representing the applicant.

4.     Common description of property (address, location, etc.)  
       \_\_\_\_\_  
       \_\_\_\_\_
  
5.     Legal description of property (list below or attach)  
       \_\_\_\_\_  
       \_\_\_\_\_
  
6.     Submittal requirements may include the following:
  - Site and development plans drawn to scale, showing site access, building orientation, building materials, landscaping, signage, and lighting.
  - Filing fee.
  - A brief description of the proposed development.

## **NOTICE REQUIREMENT**

The Applicant is responsible for giving appropriate notice of his/her request by: (1) mailing notice to neighboring landowners and (2) posting an information sign on the property. Persons who are to be notified by mail include all fee simple owners of real property to a depth of two (2) ownerships of no direct or indirect financial or other interest to the applicant or developer or one-eighth of a mile (1/8), whichever is less.

### **1. Certified Mail:**

- a. All interested parties must be served notice of your Plan Commission public hearing via certified mail.
- b. The Community Development Department will prepare the wording of the notice for the petitioner to mail.
- c. Return certified mail receipts shall be delivered to the Community Development Department of the Town of Westfield, Indiana no later than the Friday by 4:00 p.m. prior to the public hearing. In the event the petitioner receives back any of the certified letters as undeliverable items, such unopened envelopes should be submitted to the Community Development Department in lieu of delivery receipts.

### **2. Posting the Property:**

- a. For all petitions which may require public notice, the petitioner shall post a sign or signs on the property. The Community Development Department will determine sign locations.
- b. The Community Development Department will make signs available in the office of the Department.

### **3. Newspaper Publication**

- a. Notice must be published twice in a daily newspaper of general circulation in Hamilton County, at least thirty (21) days prior to the Plan Commission hearing.
- b. The Community Development Department will take care of this requirement.

### **CERTIFIED MAIL:**

A list of adjacent property owners may be obtained from the Hamilton County Auditor:

Office of Transfers and Mapping  
33 North 9<sup>th</sup> Street  
Noblesville, IN 46060  
(317) 776-9624